



STUDENT HANDBOOK

A.Y. 2019 - 2020

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THIS HANDBOOK SHALL BE UNDERSTOOD TO BE EFFECTIVE UNLESS REVOKED OR AMENDED

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AIR LINK INTERNATIONAL AVIATION COLLEGE (ALIAC):

OVERVIEW

THE ALIAC HISTORY

ALIAC was founded in 1982 by Captain GERONIMO AMURAO, when he established a small flying school which he called the AMURAO FLYING SCHOOL. In 1984 this small aviation school has grown to become the Air Link International Aviation School under the stewardship of Capt. Amurao, with the help of his wife Dr. Myrna Tan Vallecera-Amurao. On April 2003, its name was amended to Air Link International Aviation College. In 2017, Atty. Gomeriano V. Amurao became the new Managing Chairman and President of ALIAC.

ALIAC as it is now called is a Non-Profit and Non-Stock Educational Institution created under a Family Trust and administered by an Executive Committee created pursuant to a Board Resolution; with a separate and distinct juridical personality in accordance with SEC rules and regulations. For thirty-five (35) years, the school has been true to its commitment to be of help in every effort of the government for the betterment of every Filipino through a noble undertaking that it knows best - Education.

ALIAC offers Bachelor of Science in Aviation Major in Flying as well as an array of other aviation related programs such as Bachelor of Science Major in Aerospace Engineering, Bachelor of Science Major in Aircraft Maintenance Technology, Bachelor of Science Major in Avionics Technology, Bachelor of Science in Office Administration Major in Airline Management and Bachelor of Science Major in Tourism Management including Private Pilot Courses and Commercial Pilot Courses.

When the school's commitment to education was put to the test by the very pronouncement made by the then Pres. Benigno Aquino III to add additional 2 years in Basic Education known as K-12, the school rose to the occasion and embarked into another academic journey by offering the Senior High School. As a manifestation of its support to the government, ALIAC has faithfully adhered to the objectives and principles of the K to 12 Basic Education Program. To date, ALIAC is the only senior high school in the Philippines, which offers STEM aviation strands - Aircraft Maintenance and Avionics Technology on top of its multiple Tech-Voc courses.

Meanwhile, the college is also operating its complete preschool (Nursery, Kindergarten and Preparatory Courses), complete elementary (Grades 1 to 6) and

complete Junior High School (Grades 7 to 10). The school is faithfully opening up to all kinds of clientele in preparation to higher pursuit of becoming a university someday.

The primary campus is located at the General Aviation Area of the Domestic Airport in Manila, Philippines and another campus called The Capt. Geronimo Amurao Campus in the island of Lubang, Occidental Mindoro which provides facilities for an intensive training for both flying and ground students.

In recent years, the institution was keen in its contribution to the national sustainable economic growth by producing **CHAMPIONS** in the airline industry. The profile of **CHAMPIONS** refer to a student being **C** - reative, **H** - umane, **A** - ctive, **M** - orally upright, **P** - hysically fit, **I** - ntellectual, **O** - utput oriented, **N** - ationalistic, **S** - safety conscious.

ALIAAC PHILOSOPHY

Faith Direction, Science Orientation, Humanistic Inclination for Holistic Education

Fidem, Scientia, Humanitatis et Integram Disciplinam

COLLEGE PURPOSE

We are in the noble tradition of holistic education, led by experts who are steeped in the sciences and humanities of developing consummate aviation professionals who are scientists, technologists and cultural ambassadors.

CORE VALUES

Air Link International Aviation College is determined to emphasize our highest ideal: to promote the social, moral, economic and technological development; not only of the individual but also of the nation as a whole. In line with this attitude, we as an institution espouses the core values of **F.I.D.E.S.**:

F - aith in God

I - ntegrity

D - iscipline

E - Excellence

S - ocial Responsibility

VISION 2024

The leading aviation college highly regarded for its excellent academic programs and value-laden academic programs and services.

MISSION 2024

We are Air Link International Aviation College, the preferred educational institution committed to scholarly and diverse pursuits in the fields of aviation; that generates impact in research and knowledge creation; and creates valuable partnership in social transformation; for a sustained contribution towards a highly professional, global industry.

ALIAC GRADUATES

Eloquent Communicators
Efficient Knowledge Creators
Effective Team Players
Expert Aviation Professionals
Ethical Individuals

ALIAC EDUCATORS

Active Lifelong Learners
Creative Communicators of Ideas
Humane Facilitators of Instruction
Productive Knowledge Creators
Morally Upright Global Citizens

Insignia: *The Blazing Phoenix*
Common Name: ALIAC
Call to Action: ALIYAH ALIAC!
College Colors: *Yellow and Red*

ALIAAC SEAL



- “A” refers to the aspiration for Academic Excellence and the wing on the left stands for the continuous initiatives for quality development in aviation education and allied training programs.
- The **5 broken lines** on the right that resembles wings represents the institution’s core values, **F.I.D.E.S.**
- **Laurel leaves** connotes the noble and laudable accolades fitting of the achievements and successes of its graduates, who in their own right are in the service of the global community.
- The **two stars** signify the incandescent lights that shines bright on the school’s achievements and goals.
- The **red background** of the SEAL represents progress and strength.
- The numerical figure **1984** is the year when the College was formally established.

ALIAAC HYMN

HAIL TO THE PHOENIX

Arise from thy sacred ashes
Immortal bird of wonder!
Leader to lady fides
From gloom, thy children deliver.

Hail to the majestic phoenix!
Oh royal bird of the sun!
Soar above the darkest clouds,
Blessed undying one.

Reborn, spread thy glorious wings!
Clothe us with thy warm embrace
Transformed by sacrifice and fire,
Purify this human race

OFFICES AT AIR LINK INTERNATIONAL AVIATION COLLEGE (ALIAC)

The Office of the Student Development and Services (OSDS)

The Office of Student Development and Services is dedicated to its primary goal of promoting the welfare and development of students, and in upholding its mandate of student formation, discipline, and enhancement of interests and overall academic experience.

The Legal Office

The Legal Office guides the institution in complying with the requirements of the government regulators and in dealing with legal issues of the institution. It likewise represents the institution's interest in legal forums or circles.

The Office of the Registrar

The Office of the Registrar serves as the repository of academic records of the students and coordinates with government regulators for the records of foreign students for their student visa.

Flight Operations Office

Flight Operations Office is the primary office for training of flying cadets. It takes charge of scheduling of flights and related courses.

Basic Education Department

The Basic Education Department is the educational department of the institution that deals on the formative education of the students from Kinder to Grade 12. The Department also handles the various courses that include Engineering, Technology and Management that cater to Senior High School students.

Office of Health Services (Clinic)

The Office of Health Services provides both medical and dental services. It promotes and maintains the health and general wellbeing of members of the school community.

ALIAC Cafeteria/Dormitory and Cafeteria

Cafeteria and Dormitory were created to attend to the home care needs of the students, instructors, and other employees of the institution.

Undergraduate Department

The College's Undergraduate Department is responsible for ensuring the efficiency of all academic and academic-related administrative activities of the tertiary level programs. It addresses concerns on academic program implementation, review and evaluation, as well as the implementation of quality teaching and learning processes. It is also responsible for the assessment of student learning outcomes and the implementation of quality student academic services.

Library and Learning Resource Center

It holds the learning materials relevant to the students both in the Tertiary and Basic Education. It is also the repository of all other materials that are relevant to the courses offered by the College.

Information and Technology Department

The IT Department gives access to the students to help them in their computer literacy needs.

Office of the Vice President for Academic Affairs

This Office is concerned with the strategic and overall academic program development, creativity and innovation of the College. It oversees the initiatives on quality teaching and learning processes; the determination, creation and assessment of academic program learning outcomes; and leads in the strategic formation of local and international linkages, research and publication and community engagement of the academic community.

Office of the Vice President for Administration and Finance

This Office is concerned with organizational financial strategy development and execution, risk management, regulatory compliance, management of learning facilities and other income sourcing. Its administration function deals with human resources management and services, aircraft management and services, learning facilities and resources management services and management of information technology services. Its financial function involves accounting, budgeting and monitoring, cash and non-cash management, purchasing, regulatory compliance and financial reporting.

CURRICULAR OFFERINGS

- Bachelor of Science in Aviation Major in Flying (BSAF)
- Bachelor of Science in Aerospace Engineering (BSAE)
- Bachelor of Science in Aircraft Maintenance Technology (BSAMT)
- Bachelor of Science in Avionics Technology (BSAV)
- Bachelor of Science in Tourism Management (BSTM)
- Bachelor of Science in Office Administration Major in Airline Management (BSOA)
- Private Pilot Course (Ground/Flight Training)
- Commercial Pilot Course (Ground/Flight Training)

- Instrument Rating Course
- Flight Instructor Course
- Flight Attendant Course
- Tour Guiding Services (NC II – WTR 20101305257)

ADMISSION POLICIES

ALIAC Entrance Examination:

The entrance examination is an IQ test, administered for 1 hour and 30 minutes. The test consists of two parts: the Non-Verbal and Verbal examination. The examination is administered anytime of the year from 9am-3pm except Sundays and holidays. If the results of the examination meet the ALIAC cut off score, the examinee then proceeds with enrollment and attends the ALIAC orientation.

ADMISSION PROCESS

The school admits applicants who successfully pass the ALIAC Entrance Examination. Applicants who are granted eligibility for admission must submit the following requirements at the Admissions unit under the Office of Student Development and Services.

No student shall be denied admission to ALIAC, by reason of age, sex, religious belief, or political affiliation, except for lack of good moral character. However, all students seeking admission are subject to regulations.

Every applicant for admission should have passed the entrance examination. He/she shall undergo a thorough health examination. An applicant found by the college Health Services to be suffering from a dangerous communicable, contagious, or infectious disease, or who is physically unfit to take a program in any college, shall not be admitted.

GUIDELINES FOR THE ADMISSION OF STUDENTS

ENROLLMENT FLOW

NEW STUDENTS

1. The applicant shall obtain and fill-out an ALIAC Entrance Examination Form from the Office of Student Development and Services and pay the necessary fees at the

- cashier. An entrance examination permit shall be issued and an examination date shall be scheduled which the applicant must take. Results shall be given via email or text message.
2. An applicant who passed the entrance examination of the college should obtain an ENROLLMENT PROCEDURE FORM and then proceeds with enrollment.
 3. Applicants must submit the following requirements:
 - Result of the Entrance Exam
 - Birth Certificate
 - Report Card (Form 138, 137-A)
 - Certificate of Good Moral Character
 - Transcript of Records
 - 2x2 I.D Picture with full name at the back
 4. The Applicant shall proceed to pay the Registration and the Basic Medical Laboratory Fees at the Cashier, then undergoes a Medical Examination at the College Clinic.
 5. The Applicant shall secure, fill-out and subscribe a Deed of Undertaking at the Legal Office and pay for the notary fees of said Deed. Thereafter, an orientation is scheduled before the Prefect of Discipline;
 6. The Applicant shall secure a Temporary Enrollment Form with subjects to enroll from the Registrar's Office, in two (2) copies.
 7. The student undergoes a Final Advisory and Approval of Subjects to Enroll from the Office of the Dean/ Program Chairperson. (Note: 1 copy of the said form is forwarded to the Office of the Registrar)
 8. The student secures an assessment of fees through an Issuance of Final Draft of Matriculation from the Accounting Office.
 9. The student pays at the Cashier.
 10. After submitting 2 copies of 1x1 picture to the Office of Student Development and Services, a student is issued with a Certification of Enrollment, which was duly reviewed and signed by the College Treasurer.
 11. An applicant who was not able to secure a Certificate of *Good Moral Character* shall be denied admission to the College.
 12. All admission documents that have been submitted to the school shall form part of the student's official school record. Hence, the same shall not be returned to the applicant.

13. An applicant's admission to the College is hinged on his/her compliance with all the requirements and procedures prescribed by the school.

Note: Transferees are required to submit a Certificate of Honorable Dismissal

OLD STUDENTS

1. A student presents his/her Certificate of Enrollment of the previous trimester to the Office of the Dean.
2. A student obtains a Re-enrollment Procedure Form from the Office of the Dean.
3. The student submits a duly accomplished Student Profile Form with 1x1 ID photo to the Office of Student Development and Services.
4. The student obtains a clearance for any remaining accountability at the Accounting Office.
5. The student secures fills-out and subscribes to a Deed of Undertaking at the Legal Office and pay for the notary fees of said Deed. The student shall have an initial orientation before the Prefect of Discipline.
6. The student pays the Registration and Basic Medical Laboratory Fees at the Cashier.
7. The student undergoes a Basic Medical Laboratory test at the Clinic
8. The student secures an assessment of his/her status of grades, last trimester or year attended, and student conduct.
9. The student obtains a Clearance from the following offices:
 - a. Legal Office (Undertaking Procedures)
 - b. Registrar's Office (for any incomplete document)
 - c. Library
 - d. Laboratory/ Tool Room
 - e. Program Chairperson
10. The student secures a Temporary Enrollment Form with subjects to enroll from the Registrar's Office (in 2 copies).
11. The student undergoes a Final Advisory and Approval of Subjects to Enroll from the Office of the Dean/Program Chairperson (1 copy of the said form is forwarded to the Office of the Registrar).
12. The student obtains an assessment of fees through the issuance of Final Draft of Matriculation from the Accounting Office.
13. The student pays his/her fees at the Cashier
14. After submitting 2 copies of 1x1 picture to the Office of Student Development and Services, a student is issued with a Certification of Enrollment, which was duly reviewed and signed by the College Treasurer.

FOR INTERNATIONAL STUDENTS

Applicants who wish to apply for admission are required to consult with the Office of the Registrar regarding requirements of the Bureau of Immigration and Deportation (BID) and the Departments of Foreign Affairs (DFA). They should observe and recognize the distinctive vision/mission of the college and satisfy the following admission requirements. They shall be assessed by the College Liaison Officer to identify the requirements needed.

NEW INTERNATIONAL STUDENTS WITH 9f (VISA)

The following must be submitted:

1. Transcript of Record authenticated from the Philippine Post of the country of origin and with English Translation;
2. Police Clearance authenticated from the Philippine Post of the country of origin and with English Translation;
3. Valid Passport
 - a. Clear photocopy of the passport bio-page;
 - b. Clear photocopy of the stamped latest arrival;
 - c. Clear photocopy of the 9(f) VISA with stamp.
4. I - Card
5. BID VISA Order

DEFERMENT OF ENROLLMENT

A qualified student who cannot enroll during the Term originally applied for due to failing health, financial or meritorious reasons, may apply for deferment of enrollment to the next academic year with the consent of the parent or guardian by writing to the Office of the Registrar. Such applicant must not have taken any college subject prior to enrollment.

TUITION FEES AND OTHER CHARGES

A registered student is deemed enrolled for the whole term upon issuance of the Certificate of Enrollment, fully completed and signed by the College Treasurer. Surcharge and refunds are applied in accordance to the finance policies of the College.

In the case of pre-enrollment, the school accepts the payment of a reservation fee. This fee is non-refundable and non-transferrable but is deductible from the school fees paid upon enrollment. The student is therefore assured a slot for enrollment upon payment of the reservation fee.

BENEFICIARIES' OPPORTUNITIES

The Office of the Student Development and Services coordinates several scholarship programs; academic, cultural and athletics, to financially challenged but deserving students of the college, including monetary allowances to assist them in their financial needs in the school. It must be noted that any type of benefit is a PRIVILEGE granted by the institution and not a right. The following are the scholarship programs made available by Air Link International Aviation College through the Office of Student Development and Services:

1. G.A Foundation
2. Academic
3. Athletic Scholar
4. Club/Organization
5. Student Assistant

REQUIREMENTS FOR SCHOLARSHIP PROGRAM

- Letter of Intent from Parents
- Letter of Intent from the Applicant
- Income Tax Return of the Parents/Guardian
Note: If a certificate of Income Tax Return is not available, the applicant must submit a barangay certificate indicating the family's gross income for the year.
- Certificate of Good Moral and Certificate of Honorable Dismissal (from the previous school, if applicable)
- Certificates/Grades (original and photocopy)
- Recommendation letter from the previous school Head or Coach (1st time applicants)

G.A. BENEFICIARIES PROGRAM AND QUALIFICATIONS

A. With Highest to Honorable Mention

- A student who graduates with honors and has an average grade of 1.50 or 91% and above or its equivalent, with no grade lower than 1.75 or 88% is qualified for a scholarship.

B. Varsity, Clubs and Organizations

- A student who is willing to join school-accredited/mandated organizations and who is willing to represent the school in co-curricular competitions outside the College is allowed to apply for this scholarship.
- A student member of clubs/organizations must maintain a status of good standing, with a grade of 2.25 or 82%, and with no grade lower than 2.25. or 82%.
- Athletes must not have any failing grade in any subject. Failure to maintain said grade will automatically put the student under probation. Failure to meet the standards for the second time will remove him/her from the scholarship program.

C. Academic G.A. Beneficiaries

- An applicant must meet the cut-off score in the entrance test.
- An applicant for this program must have an average of 1.50 and above with no grade lower than 1.75 in any subject.
- The applicant must submit his/her certificates, for the validation of honors received.
- An applicant must submit a Recommendation letter from his/her previous school.

For transferees:

- An applicant submits a Certificate of Honorable Dismissal in addition to the above-mentioned requirements.

D. Student Assistant

- A student who is willing to devote his/her time and effort during break time and after school hours to office work within the institution may apply to this type of financial assistance. Student Assistants must have no grade below 2.00 or 85% in any subject. Only BS Tourism Management or BS Office Administration students may apply in this category.

RULES FOR BENEFICIARIES/SCHOLARSHIP

Students who are under this program are expected to embody the mission, vision and core values of the institution. They should strictly adhere to the rules and regulations

set forth as stated in this manual including but not limited to the following, otherwise their scholarship shall be revoked:

1. No student scholar/beneficiary is allowed to stay inside his/her designated area after office hours, unless authorized.
2. No student scholar/beneficiary is allowed to use office supplies and facilities for personal use, unless authorized.
3. All student scholars/beneficiaries are required to sign the NDA (Non-Disclosure Agreement) in consonance with the institution's compliance with Republic Act 10173 or the Data Privacy Act of 2012.
4. All student scholars/beneficiaries should maintain the specified grade requirements corresponding to their type of student financial assistance or grant.
5. All students accepted in any scholarship/beneficiary program shall re-apply for eligibility for the next trimester and/or school year.
6. Tuition fee discounts are awarded on a case-to-case basis by the College management.
7. Scholastic standing of students shall be assessed after every term, to determine continuous qualification. A student who was admitted under any scholastic program, but has incurred a grade below the criteria, during any given term/school year shall be automatically placed on **PROBATION**.
8. The scholarship is revoked if a student who is already on probation has once again failed to meet the grade criteria. A lost scholarship can no longer be redeemed.
9. Any form of violation of ALIAC policy, undertaking, student handbook, rules and/or regulations is likewise a ground for revocation of scholarship.
10. Any act of the scholar which may be inimical to the interest of ALIAC, shall be a ground for the revocation of scholarship. The scholar may still continue to enjoy his/her grant, under warning status, if circumstances warrant.

11. Students under the academic scholarship program are not eligible to convert their current program to any other scholarship program.
12. Discounts on tuition and/or miscellaneous fees/charges is upon the discretion of ALIAC.

HONORS/ACADEMIC EXCELLENCE/AWARDS

DEAN'S LISTER

Scholastic performance of college students shall be acknowledged by publication of the Dean's List on the first day of the immediately preceding trimester.

The qualifications for the Dean's List are as follows:

1. Must be a regular student under his/her respective program;
2. Must be enrolled with a regular/full load based on his/her respective curriculum for the corresponding trimester;
3. Must not have a grade below 2.0 in any subject and/or level;
4. Must not have been subjected to any disciplinary action at any term.

A student shall be included in the Dean's List if s/he has obtained a term grade average of;

1. With Highest Honors: 97% and above or 1.0
2. With High Honors: 94% - 96.99% or 1.25
3. With Honors: 91% - 93.99% or 1.50

GRADUATION HONORS

An award is given to a candidate for graduation who meets the following criteria for excellence in academic performance:

1. Has completed all the number of units and requirements (including Flight Training Hours for BSAF; On-the-Job Training hours for other courses) in their respective program;
2. Has enrolled the load prescribed under the curriculum for any given term;
3. Has not dropped any of his/her enrolled subject;
4. Has not been subjected to any disciplinary action;
5. Has not incurred a grade of INC in any course in any level.

Graduates shall be awarded the following honors:

SUMMA CUM LAUDE – for achieving an average of at least 97% - 100% and must not have any grade below 97% or 1.0.

MAGNA CUM LAUDE – for achieving an average of at least 94% - 96.99% and must not have any grade below 94% or 1.25.

CUM LAUDE– for achieving an average of at least 91%-93.99% and must not have any grade below 91% or 1.5.

A candidate for graduation for a Non-Degree Program, who possesses all the qualifications, and none of the grounds for disqualification, may qualify for any of the following academic recognition:

WITH HIGHEST HONORS – for achieving a grade point average of 97% and above or 1.00 and must not have any grade below 97% or 1.0.

WITH HIGH HONORS - for achieving a grade point average of 94-96.99% and above or 1.25 and must not have any grade below 94% or 1.25.

WITH HONOR - for achieving a grade point average of 91-93.99% and above or 1.50 and must not have any grade below 91% or 1.5.

GRADUATION REQUIREMENTS

1. This institution confers *degrees* and *titles* only to students who possess all the qualifications and none of the disqualifications for graduation, as required by the Commission on Higher Education (CHED); Technical Education and Skills Development Authority (TESDA); Civil Aviation Authority of the Philippines (CAAP) and has a residency of at least TWO (2) years, with FULL LOAD in every semester.
2. The student must have completed all requirements including, but not limited to the units prescribed by the College and the Commission on Higher Education (CHED) as well as hours for OJT and Flight Training as applicable to their corresponding programs.
3. The qualification and disqualification for graduation are based on the quantity and quality of work completed by the student.
4. A candidate for graduation must report to the Office of the Registrar for evaluation at least one (1) year prior to his/her intended graduation.
5. All candidates for graduation must settle all his/her *obligation/s* (i.e. financial and/or property) with the College.

6. All candidates for graduation must file at the Office of the Registrar an *Application for Graduation*, within six (6) months before his/her intended time of graduation.
7. All candidates for graduation are required to attend the *Commencement Exercises*, unless prevented by the College.
8. All graduating students shall report to the Guidance Office for an *Exit Interview*.

TRANSFER OF CREDENTIALS (HONORABLE DISMISSAL)

1. *Transfer of Credentials* is requested together with a *clearance* from the Office of the Registrar, if the student decides to discontinue his/her studies, provided the circumstances warrant said action.
2. Any student who has already received his/her *Transfer Credentials* shall no longer be re-admitted to the College, unless otherwise granted official re-admission by the institution.

Request for a copy of the *Transcript of Records* should be made to the Office of the Registrar. The normal period of release of the TOR is two (2) weeks after the approved request of the same. A copy of the TOR can be mailed upon request.

REQUEST FOR SCHOOL RECORDS

Requirements:

1. Duly accomplished Request Form available at the Office of the Registrar;
2. Payment of the necessary fees;
3. In the absence of the applicant, the claimant is required to present a *Letter of Authorization*.

REQUEST FOR AUTHENTICATION OF RECORDS

Requirements for TESDA:

1. A clear duplicate copy of the Official Transcript of Records;
2. A clear duplicate copy of the Diploma;
3. A clear duplicate copy of the Special Order No. (S.O.);
4. A copy of the Certification of Enrollment (for undergraduates only);
5. A Letter of Authorization to transact or to claim (if the applicant is not available)
6. Payment of the authentication fees.

REQUIREMENTS FOR A CERTIFIED TRUE COPY OF THE DIPLOMA (*local purpose*)

1. A clear duplicate copy of the diploma;
2. A Letter of Authorization (if the applicant is unavailable to claim the document).

REQUEST FOR TRANSCRIPT OF RECORDS (*local*)

1. Transcript of Records shall be issued only to the student applicant; their authorized representative; and/or the school representative where a dismissed student has transferred, provided an official request has been made;
2. Payment of the fee;
3. Newly graduated students may apply for the Transcript of Records within two (2) weeks after the graduation. All other graduates may apply anytime.

ATTENDANCE

1. No student shall be allowed to attend a class if s/he does not present a *Certificate of Enrollment* and/or his/her name does not appear in the official class list.

When the number of hours lost due to absences exceeds 20% of the required school days, the student will be endorsed by the faculty member to the Office of Student Development and Services for proper disciplinary action on *absenteeism*. College students who exceed the number of allowable absences shall automatically fail with the remarks of **F.A.** (*Failure Due To Absences*) and shall not earn any credit for such course. Time lost due to late enrollment shall be considered as absence.

2. All students must attend their classes on the prescribed time schedule. A fifteen minutes (15-min) grace period is allowed for tardiness. Beyond this, the student will be marked absent. Three (3) occurrences of tardiness shall be equivalent to one (1) absence. A *Medical Certificate* from any accredited hospital is required to validate an excused absence due to sickness and/or hospitalization.
3. The Office of Student Development and Services may require a student to appear with his/her parents/guardian, or to submit a *Letter of Explanation* attested by his/her parent/guardian, justifying the incurred absences.
4. No student may leave the classroom without the written permission of the faculty member.

GENERAL RULES ON ATTENDANCE

1. **Number of allowed hours of absence:**

Subject Description	Hours Allowed
3 unit lecture – course	8 hours
3 unit with laboratory	8 hours

2. **Waiting period for students in class:**

Class Hours	Waiting Period
1 ½ hours	15 mins
2 hours	20 mins
3 hours	30 mins
5 hours	45 mins

If a faculty member fails to arrive within the grace period, the class is deemed dismissed.

Classes are automatically suspended only for the following causes:

- a. Typhoon Signal No. 3;
- b. Declared Holidays;
- c. Government Official Announcement;
- d. When Government Agencies give ALIAC Management the discretion whether to hold classes or not;
- e. Other occasions as announced by ALIAC top management.

GRADING SYSTEM

*NUMERICAL
GRADE*

*PERCENTAGE
EQUIVALENT*

DESCRIPTION

1.00	97-100%	EXCELLENT
1.25	94-96%	Superior
1.5	91-93%	Very Good
1.75	88-90%	Moderately Very Good
2.0	85-87%	Satisfactory
2.25	82-84%	Moderately Satisfactory
2.5	79-81%	Fair
2.75	76-78%	Moderately Fair
3.0	75%	Pass/Needs Improvement
5.0	0-74%	Failed
F.A.	Failure Due to Absences	
DRP	Officially Dropped	
INC.	Incomplete	

Dropping of Courses

1. Add/Drop period is only within the first week of the official start of classes.
2. A student who is allowed by the Office of the Registrar to drop a course/s for justifiable reasons shall be given a grade of "Officially Dropped";
3. A student who wishes to drop a course/s must fill out an Add/Drop Form at the Office of the Registrar;
4. The intention to drop must not be inconsistent with any policy on pre-requisite and/or paired lecture and laboratory courses.

EXAMINATION

Examination refers to the appraisal and evaluation conducted by faculty members on a periodic basis. This is made to monitor student's progress in their academic pursuits. The result of this examination may also serve as a basis to help faculty members carry out remedial measures to improve teaching-learning processes.

1. **Periodic Examination**

- a. The college requires the administration of two (2) *major examinations* in each term:

Midterm Examination – this examination covers topics from week one to week six. The schedule falls on the seventh week of the term.

Final Examination – this examination covers topics from week eight to week thirteen. The schedule falls on the fourteenth week of the term.

- b. Examination Permits for Midterm and Final Examinations.

The Cashier's Office issues the *Examination Permits*. Only students with examination permits are allowed to take examinations.

2. **Regular Classes during Examination Week**

- a. No classes should be conducted during the *Examination Week*.
- b. Faculty members should plan their sessions accordingly.
- c. Students should be aware of the specific schedule of their major examinations.

3. **Examination Guidelines**

- a. Students must abide by the following guidelines:
 - i. Present exam permit and have it signed by the faculty member before taking the exam.
 - ii. Bags and other personal belongings must be placed in front of the classroom except the required examination materials such as pen, pencil, calculator and paper if necessary.
 - iii. Mobile phones and other gadgets are not allowed during examinations.
 - iv. A student cannot bring out his/her examination papers.
 - v. No extension will be given to a student who comes in late for the examination.

- vi. Students must leave the room immediately after the examination.
- b. During examination, the following are strictly prohibited:
 - i. Possession of notes or any review materials
 - ii. Deliberately looking at seatmate's examination paper
 - iii. Copying or allowing another to copy from one's examination paper
 - iv. Having somebody else take the examination for another student
 - v. Talking with another student
 - vi. Standing, moving around and/or transferring seats without permission from the proctor.

4. **Special Examination**

A *special examination* can be requested for a reason approved by the Office of Student Development and Services. A special examination is given to a student who is absent during the regular examination schedule due to sickness, death in the family and other untoward incident.

- a. A fee is paid for each of the course, which a student will take under a special examination condition.
- b. Procedure for requesting a special examination are as follows:
 - i. The student submits a request form, with supporting documents to the faculty member;
 - ii. The faculty member endorses the request to the Office of Student Development and Services for appropriate action.
 - iii. The Office of Student Development and Services coordinates with the faculty member for the subsequent arrangement of the special examination.
- c. A different set of examination will be administered for this purpose.

- d. After the faculty member has checked and graded the examination, s/he will submit the grades to the Office of the Registrar.

5. **Completion**

- a. A grade of INC is given to a student who fails to take his/her Final Examination or has failed to submit the final requirements of the course (e.g. thesis, feasibility study, research, projects, course activity).
- b. An INC grade can only be completed within a period of one (1) term. Failure to do so would automatically convert an INC grade to a grade of 5.00 or 70% (Failed).

ACADEMIC LOAD

Students are only allowed to take their curricula-indicated course load. An over-load may be allowed only upon the approval of an Application for Overload. The Dean makes the approval on a case-to-case basis.

ACADEMIC REGULATIONS

A student who incurs *three* failing grades (equivalent to 9 units) in a term shall be automatically put on *Probation*. Any student who is already on Probation but has again incurred *three or more* failing grades is no longer *Re-Admitted* in ALIAC. Any re-admission beyond this context is within management discretion only.

Honorable Dismissal

A student in good standing who desires to sever his connection with the College shall present a written petition to this effect, signed by his/her parent or guardian. The College Guidance Counselor conducts an exit interview. The Office of Student Development and Services makes the appropriate action. If the petition is granted, that student shall be given a Certificate of Honorable Dismissal.

Leave of Absence

A student may seek a leave of absence through the submission of a written petition, evaluated by the Office of the Dean and submitted to the Office of Student Development and Services for appropriate action. A student who does not file for an official leave of absence is considered AWOL or Absent Without Official Leave. The Office of Student Development and Services deals with re-admission to the College on a case-to-case basis.

Re-admission after a Leave of Absence

Application for re-admission is addressed to the Office of Student Development and Services for evaluation and subsequent action. The decision to the re-admission application is officially communicated to the applicant. Normal enrollment procedure follows after a positive result of any re-admission application.

STUDENT ACTIVITIES DIRECTIVES

Rule I. Coverage

The directives stated herein cover only the accredited student organizations in the Air Link International Aviation College and the activities participated and/or organized by their officers and members. Activities that are part of the course requirements (industry immersions, seminars, theater plays, etc.) shall be endorsed directly to the Dean of College by the Chairperson of the program concerned and shall be governed by the College policies and other pertinent laws and rules.

Rule II. Definition of Terms

Section 1. "Student Activity" covers all co-curricular and extra-curricular activities participated in and/or organized by student organizations. These include any activity, program, project and initiative concerning the students of Air Link International Aviation College.

Section 2. "Student Organization" refers to an officially established student group in Air Link International Aviation College assigned to undertake activities different from the more typical classroom instructional activities to create for its members and other students the opportunity to broaden their experience and enrich their student life.

Section 3. "College Student Organization" refers to an organization composed of students belonging exclusively to one program.

Section 4. "Academic Student Organization" are those organizations which manage projects that are academic in nature, aimed at enriching the academic inclinations of the students.

Section 5. "Non-Academic Student Organizations" refer to those organizations which manage projects that are non-academic in nature (i.e. socio-cultural, sports, etc) also aimed at developing its student members.

Rule III. Establishment of Student Organizations

Section 1. The *Office of Student Development and Services*, by the authority of the College President, shall have the mandate to regulate the establishment and operation of all student organizations.

Section 2. A student organization in Air Link International Aviation College shall be separate from, and shall not necessarily be an extension or an affiliate of, an association which bears its name or from which its philosophy and objectives are

patterned or adopted, provided, however, that this provision shall not apply to organizations duly recognized by the government.

Section 3. All student organizations shall be established in accordance with the existing College rules and regulations.

Section 4. Student Organizations in any of the above-named divisions may further be classified under the following Categories:

- 4.1 Student Leadership Development Training
- 4.2 Academic Student Organization
- 4.3 Non-Academic Student Organization

Section 5. Fraternities, sororities and other Greek letter-named organization, which requires any form of hazing as part of its membership, is never allowed to exist in ALIAC.

Rule IV. Recognition and Accreditation

Section 1. Application for Recognition – Any group of at least fifteen (15) students may apply with the Office of Student Development and Services for a permit to organize and operate a student organization.

Section 2. Certificate of Accreditation– Recognition or accreditation of a student organization is under the auspices of the Office of Student Development and Services. A satisfactory compliance of all requirements set forth by the Office of Student Development and Services constitutes the recognition/accreditation of a student organization. A student organization is recognized/accredited for a period of one year, unless otherwise stated. Reasons for non-recognition/accreditation includes, but is not limited to, violation of laws, non-conformity with ALIAC rules and regulations, or non-compliance with the stipulations of this Student Handbook.

Section 3. Requisites for Recognition/Accreditation– No recognition/accreditation shall be granted a student organization unless the following requisites are fully complied with, within fifteen (15) working days from the start of the first term of the school year:

3.1 A Request for Recognition/Accreditation, is submitted by an applying student organization to the Office of Student Development and Services. The request is submitted to the Office of Student Development and Services. The Program

Chairperson recommends the establishment of the academic organization. The ALIAC Campus Minister recommends the establishment of a religious organization;

3.2 Constitution and By-Laws of the Organization signed by the initial set of officers and members;

3.3 List of at least 15 members and list of officers with contact information, position and signature;

3.4 Calendar of projects or general plan of activities for the year, with the corresponding budget proposal;

3.5 Proof of acceptance of at least three (3) Faculty Adviser nominees, with the recommending approval from the faculty member's College Dean;

3.6 Certification of Grades of the organization's officers, obtained from the Office of the Registrar;

3.7 Photocopy of the Student Enrollment Record of all the officers of the organization.

Rule V. Faculty Adviser

Section 1. The Student Organization shall nominate, at least, three faculty advisers and shall submit the names of these nominees to the Office of Student Development and Services. From among the nominees, the Dean of the Office of Student Development and Services shall name the official faculty adviser of the organization. The faculty adviser shall serve the organization for a period of one academic year, subject to re-appointment.

Section 2. Qualifications of the Faculty Adviser

The selection of a Faculty Adviser of a Student Organization shall be based on the following qualifications:

2.1 He or she shall be a full-time faculty member of the College. Exceptions may be allowed on a case -to -case basis;

2.2 Has served as an adviser of the organization with good performance;

2.3 For academic organizations, he or she should have sufficient knowledge of the discipline related to the organization;

2.4 For non-academic organizations, the adviser should be knowledgeable, in the particular field in which the organization is involved (an attach list of relevant credentials of the faculty nominee is required); and

2.5 His or her acceptance as a nominee adviser should be done in writing by signing the Letter of Acceptance. The letter must be submitted to the Office of Student Development and Services.

Section 3. Duties of the Faculty Adviser – The Faculty Adviser of a Student Organization shall exercise and assume the following duties and functions:

3.1 Gives guidance and inspiration to the officers and the members of the organization;

3.2 Helps in coordinating the activities and projects with the Office of Student Development and Services;

3.3 Approves agenda of all meetings;

3.4 Attends all the undertakings of the Student Organization being advised;

3.5 Settles disputes affecting the conduct and operations of the Organization;

3.6 Approves all financial matters of the Student Organization being advised.

Rule VI. Officers and Members of the Organization

Section 1. Officers- Officers of Student Organizations shall be elected or appointed by the members, in accordance with its Constitution and By-Laws, provided that they passed the following requirements:

1.1 A bona fide student of the Air Link International Aviation College, and with continuous residence of at least one school year prior to assumption of office;

1.2 A student with a general weighted average of at least 2.50, with no failing or incomplete grade, and has not dropped any course in the previous semester;

1.3 A student who has not been subjected to any disciplinary action.

A duly elected officer in one organization can no longer run for any other office in another organization.

Rule VII. Organization Funds

Section 1. Membership Dues – As may be provided for in its Constitution and By-Laws, a Student Organization may collect annual dues from its members.

Section 2. Disbursement – Disbursement of funds of any Student Organization may be effected only after approval of its governing body and its authorized signatories through a resolution, and upon concurrence of the faculty adviser.

Section 3. Book of Accounts – Each Student Organization maintains a Book of Accounts, which shall indicate all its collections and disbursements.

Section 4. Audit and Report – Student Organizations shall submit a financial report to the Dean of Office of Student Development and Services on or before the last Friday of February of each school year. The financial report shall be prepared by the Organization Treasurer and approved by the Organization President, noted by the Faculty Adviser. The Office of Student Development and Services has the mandate to conduct financial audit and similar reviews of the financial condition of an organization. Sanctions may ensue to an organization that has failed to comply with all the audit report requirements of the Office of Student Development and Services.

Rule VIII. Renewal of Authority and Dissolution

Section 1. Re-accreditation. The requirements for re-accreditation includes the following: list of new set of officers with contact number and signature, updated list of members, Activity and Budget Plan for the school year, amendments to Constitution and By-laws, if any, officers' Certification of Grades, photocopy of the officers' Student Enrollment Record and the nomination papers of faculty advisers. Submission of these documents must be made within fifteen (15) working days from the start of the first term of the school year. A certificate of re-accreditation shall be issued only upon full and satisfactory submission of all requirements, after which a full authority to operate is deemed granted.

Section 2. College Student Council Renewal Privilege. The College Student Council is given renewal privilege by virtue of their election. Thus, they are exempt from the usual accreditation/recognition and renewal process. However, they are still required to submit their faculty nominee(s) and an Activity and Budget Plan for the school year not later than fifteen (15) days from the start of the first semester.

Section 3. Probationary Renewal. A student organization that has been deemed delinquent in meeting the standards set forth in this directive during the previous school year may be put under probation and given Probationary Renewal under the following conditions:

3.1 The organization must submit all the necessary accreditation requirements;

3.2 The organization must join/attend all activities, meetings or assemblies requiring the participation of student organizations;

3.3 The organization must adhere to all of the conditions set for the approval of their activities;

3.4 The organization must follow all the duly promulgated rules governing student organizations;

3.5 The officers and/or members must not violate existing rules and regulations of ALIAC.

Failure to comply with the above conditions shall automatically revoke the Probationary Renewal on first offense. Should the organization be delinquent again in the future, they will no longer be afforded any consideration and shall not be renewed for the next school year.

Section 4. Revocation of Authority. An Organization's authority to operate may be revoked on any one of the following grounds:

4.1 Non-compliance with the required minimum number of members; (not applicable to the Student Council)

4.2 Failure to submit an audited financial statement and accomplishment report for the previous school year; (not applicable to the Student Council)

4.3 Failure to join/attend activities requiring the participation of accredited organizations.

4.4 Found to be an illegal organization.

4.5 Violation of Numbers 14, 15, 30, 36, of the Disciplinary Directives.

Rule IX. Turn-Over and Requisites for Clearance

Section 1. Accomplishment Report - All Student Organizations are required to submit an Accomplishment Report that enumerated the projects it has carried out during the term.

Section 2. Audited Financial Statement - All Student Organizations are required to submit a Financial Report that accounts for all the collections and disbursements

made during the term, duly signed by the organization's officials as stated in Section 4, Rule VII, and duly notarized.

Section 3. Deadline of Submission - All Student Organizations are required to submit their Accomplishment and Financial Report on or before the last Friday of February.

Section 4. Turn-Over - All Student Organizations are required to turn-over all pertinent records, property and residual funds to the new set of officers (or to the Office of Student Development and Services, if none has been elected/appointed yet).

Rule X. Conduct and Discipline

Section 1. Removal from Office - Any officer may be removed from office by 75% vote of the official members of the organization during a meeting conducted for that purpose. The process shall be initiated upon filing of a petition signed by a majority of the official members of the organization to the Office of Student Development and Services.

Any student-officer who has been penalized with at least 10 days of suspension, for a single disciplinary case, shall be automatically removed from his office/position.

Section 2. Sanctions for Non-Submission of Requisites for Clearance - Failure to observe proper turnover and submission of the requisites for clearance shall bar the officers of the organization from holding any position in any student organization in the future. In the case of graduating student officers, their clearance shall be put on hold by the Office of Student Development and Services until the requisites for clearance have been submitted and a proper turnover has been facilitated.

Rule XI. Request to Conduct Student Activities

Section 1. Procedures on How to Conduct Student Activities - any accredited Student Organization who may wish to initiate any co- and extra- curricular activities inside or outside ALIAC shall comply with the rules on the conduct of student activities promulgated by the Office of Student Development and Services.

Section 2. Attachments and Requirements - all requests shall not be processed without completing the following attachments and requirements:

2.1 Rules Regarding Activities Inside the College

- a. A letter addressed to the Dean of Office of Student Development and Services, through the Dean of the College, requesting the approval of the

activity and the use of venue must be submitted not less than two weeks from the date of event. The date, time and venue shall be specified. Other requests related to the activity such as request to wear civilian clothes, the entry of sponsors and guests, entry of materials and equipment, etc., shall also be included in the letter.

- b. Programs and activities should be finished 9:00 p.m. only.
- c. A Budget Proposal which includes the sources and uses of funds must be submitted to the OSDS together with the Activity Proposal.
- d. Reservation for venues must be made at the Office of the Property Custodian, for final approval of the Vice President for Administration and Finance.
- e. The profile/resume of the guest speaker must be submitted to the OSDS.
- f. The list of sponsors well as the corresponding sponsorship contract must be approved by the OSDS.

2.2 Activity outside the College (outreach, field trip, competition etc.)

- a. A letter of request addressed to the President, through the Dean of the Office of Student Development and Services, must be submitted in no less than two weeks before the scheduled event. The date, time and venue shall be specified.
- b. The letter must clearly express the justification for the conduct the activity outside ALIAC.
- c. There must be an approved request for the venue to be used.
- d. A Budget Proposal, which includes the sources and uses of funds must be submitted to OSDS.
- e. A *parental consent form* with a photocopy of the parent's ID with signature must be attached to the request.
- f. A list of participants.
- g. The Name and location of the nearest hospital to the venue.

2.3 Request for posting ONLY.

- a. Write a request letter addressed to the Dean of the Office of Student Development and Services.
- b. Attach the sample layout and dimension of the poster, tarpaulin, and the like.

2.4 Request to Re-schedule activities

- a. Write a letter of request addressed to the Dean of the Office of Student Development and Services, through the Dean of the College stating the reason for the re-scheduling of the activity. The new schedule and venue of the activity shall be specified in the letter of request.
- b. Attach the previous approval of the activity.
- c. Request letter shall be submitted at least three (3) days before the new date of the activity.

2.5 For Outreach Program/activity

- a. Aside from the abovementioned requirements, the request to conduct an outreach program/activity shall have an endorsement from the Office of Student Development and Services.

Section 3. Signatories - all requests shall have the following signatories:

- a. Requesting party
- b. Noted by the faculty adviser
- c. Recommending approval of the Program Chairperson, for academic organizations and the College Student Councils.
- d. Recommending approval by the Campus Minister, for Religious Organizations

Section 4. All requests for the conduct of activities, together with all attachments must be submitted to the Office of Student Development and Services at least ten (10) days before the schedule of the activity. Incomplete documents will not be processed.

Section 5. The Dean of the Office of Student Development and Services must approve the conduct of an activity inside ALIAC, and only after consultation with the College President as necessary.

Section 6. The Dean of the Office of Student Development and Services, in behalf of the College President, will then sign the request form. The said form must be immediately submitted to the College Property Custodian Office (CPCO).

Section 7. The CPCO issues the permit on the use of the facilities with the terms and conditions set therein. The following offices are furnished a copy of the approved request:

- a. Office of Student Development and Services
- b. Physical Development and Special Projects Office
- c. Security Force

d. College Property Custodian Office

Section 8. Upon the CPCO's approval, the unit, college, or accredited student organization that has requested the use of such facilities must strictly follow/adhere to the terms and conditions set therein. Non-compliance thereto shall be dealt with accordingly.

Section 9. The requesting unit, college, or accredited student organizations' officers, members and faculty adviser shall be jointly and similarly liable for any damage to the university facilities arising from its use.

Rule XII. Guidelines on the Installation of Advertisement Materials on Campus

Section 1. Permit to post any announcement within the ALIAC premises may be granted subject to the following conditions/guidelines:

1.1 All announcements must bear the signature of the Dean of the Office of Student Development and Services before they are posted.

1.2 Announcements shall be posted on bulletin boards only, or on such places designated or approved by the Office of Student Development and Services.

1.3 All posters must not contain messages that violate contemporary ethical and/or moral standards of the society, of any law or this Student Handbook.

1.4 All posters should have a layout that is clean, clear and concise.

1.5 All posters should indicate the name of the individual, group or organization responsible for making the announcement. The individual, group, or organization making the announcements shall be responsible for their removal after the posters shall have served its purpose, and shall be held liable for any damage on the posting place.

1.6 The Dean of the Office of Student Development and Services reserves the right to decide the kind of announcements that shall be granted an approval for posting.

Section 2. Permit to install any banner/tarpaulin within the College premises shall be granted only within the following guidelines:

2.1 An approved Request for the Installation of banner /tarpaulin.

2.2 Prior to installation, said banner/tarpaulin should be stamped at the Office of Student Development and Services;

2.3 College personnel shall install the banner/tarpaulin that are properly framed within designated areas only; and

2.5 Banner/tarpaulins installed without passing through this process shall be confiscated and summarily removed, without prejudice to the filing of complaint.

Rule XIII. Guidelines on Fund Raising Projects

Section 1. The following guidelines shall be observed in fund-raising activities undertaken by student organizations:

1.1 Over-all planning of fund-raising and related student activities should be coordinated with the Office of Student Development and Services, for the final approval of the College President.

1.2 Fund-raising activities and collection of contributions to defray expenses of students' co-curricular and extra-curricular activities may be allowed for a legitimate, necessary and reasonable cause.

1.3 Fund-raising through sending of solicitation letters must be first approved by the Office of Student Development and Services. Solicitation letters must be duly numbered and the total number of solicitation letters must be stated.

1.4. Fund-raising through sponsorship should be coordinated with the Office of Student Development and Services, for the final approval of the College President. The participation of private enterprises shall be limited to food sponsorships and advertisements. Sponsors that will make use of electricity should arrange the payment of a consumption fee at the Cashier's Office.

Rule XIV. Guidelines on the use of ALIAC logo

Section 1. Any student or accredited student organization who may wish to use, or attempt to imitate the name of the College, ALIAC logo and/or any denomination directly or indirectly relating to the school, or uses a strikingly similar seal in any of their documents for internal communications and other collaterals or objects must first secure approval from the Office of Student Development and Services.

Section 2. Any student or accredited student organization who may wish to use, or attempt to imitate the ALIAC logo, or uses a strikingly similar seal in any of their documents for external communications and other collaterals must first secure approval from the Office of Student Development and Services.

Rule XV. Activity Ban

To ensure that all students give priority to their academic undertakings, an activity ban is observed one week prior to the scheduled examination week. Any exception to this ban must be upon the expressed and written approval of the Dean of the College and the Dean of the Office of Student Development and Services.

DISCIPLINARY DIRECTIVES

STUDENT DISCIPLINE

Upon admission to ALIAC, the student binds himself/herself to recognize, accept and comply with all the existing rules, guidelines, and policies of ALIAC. He/she likewise agrees that his or her admission, matriculation, attendance and consequent graduation are subject to the rules and policies of ALIAC including but not limited to the Student Undertaking contained in the Student Handbook.

GENERAL CODE OF CONDUCT

Disciplinary action refers to any sanction that the school imposes as a result of violation of the rules and regulations duly promulgated by ALIAC, and/or of the laws of the land. While sanctions may be imposed, ALIAC primarily seeks the proactive measure rather than the punitive. This section of the Student Handbook covers the system of rules, sanctions and behavioral strategies that are implemented for the regulation of students' actions and the preservation of order and harmony in the school. This is aimed at creating a safe and conducive learning environment inside the classroom and the school in general. Violations of the following rules shall be subject to corresponding disciplinary action.

SCHOOL UNIFORM

- 1. College Dress Code.** Students must wear their uniform *at all times when inside the campus and during classes*. Exemption from wearing the school uniform is only on case-to-case basis as determined by the Office of Student Development and Services. PE, CWTS, Type B and Type C uniforms are not to be used as substitute for the official school uniform, unless otherwise prescribed by the College. For female students who will have their thesis defense, required presentations, On-the-Job Trainings or any activity which require them to wear corporate attire, the skirt length should not exceed two (2) inches above the knee. Likewise, a blouse that is haltered, sleeveless and has plunging neckline is not allowed.
- 2. College Hair Code.** For male students, the hair should not be longer than two (2) inches in length; two (2) inches above the ears and three (3) above the collar line. ALIAC prohibits all students from wearing their hair with loud colored-dye. Male students are prohibited from wearing earrings or any facial piercings. Female students should not wear more than one (1) pair of earrings.
- 3. ALIAC Identification Cards.** All students should wear their official identification cards *at all times*, within school premises or during school-sanctioned activities. No

student shall use the ID or COE (Certificate of Enrollment) of another or lend his/her ID or COE for somebody else's use.

GENERAL RULES OF DISCIPLINE

All students of ALIAC shall observe its standards of behavior and rules of discipline. Any violation or infraction thereof shall subject the student, after due process, to disciplinary action. The four (4) categories of disciplinary sanctions are as follows:

1. **Warning.** A reprimand cautioning the student from the performance of a similar act otherwise he/she shall be dealt with more severely. A warning is given to first time offenders.
2. **Suspension.** A student offender is barred from attending classes and other school sanctioned activity within the period provided under the College rules and regulations. The date of suspension should not fall during the schedule of major examinations.
3. **Dismissal.** A dishonorable discharge from the school. Dismissal from ALIAC may be made at any time during the school year by the College President upon recommendation of the Dean of the Office of Student Development and Services. The transfer credentials of the dismissed student shall be immediately issued.
4. **Expulsion.** An administrative penalty, which effects removal from the school with a corresponding penalty of non-issuance of a Certificate of Honorable Dismissal.
5. Procedure on Imposition of Disciplinary Measures

General Procedure

1. The student is informed of the nature and cause of his/her infraction.
2. In case of a violation, the student should present his/her ID or COE to the security officer on duty for documentation.
3. Even with an alleged infraction, the student will not be denied entry to the campus in order to attend class, or participate in any authorized school activity.
4. Banned items brought inside the school premises shall be confiscated by security officers or school personnel and shall be turned over to the security office as evidence of the violation committed. These items include but are not limited to: objects, pictures, or literatures that are pornographic or morally offensive; liquor;

prohibited drugs; cigarettes or smoking paraphernalia; deadly weapons or explosives; and any form of gambling devices or objects.

5. If a student has lost or misplaced his/her ID card, he/she must present his/her COE to the guard on duty, secure an Affidavit of Loss and have it notarized.
6. A request for replacement of the ID must be made by the student at the OSDS. Ample time shall be given to a student so he/she can facilitate the replacement of a lost/dilapidated ID card. A gate pass is issued to a student to gain temporary entry to the campus.
7. Students who are assigned as office assistants, or officers of recognized student organizations who need to stay in the campus for meetings and assemblies, can only do so until the official office hours of ALIAC.

DUE PROCESS AND RESOLUTION OF STUDENT DISCIPLINARY CASES

In all incidents, the following shall be observed:

1. An *Incident Report (IR)* must be filed to the Office of Student Development and Services by the complainant, *not later than one (1) week from the occurrence of the incident.*

The IR shall contain the following:

- A. Name of the Complainant, Program, Office (if involving a school employee/official), ID Number;
 - B. Name of the Respondent, Program, ID Number;
 - C. Date, time, place and the specific acts being complained;
 - D. Provision of the Student Manual that covers the violation;
 - E. Evidence, if any.
 - F. Admission Slip (in case of a student involvement), if any.
2. An Ad-hoc Committee constituted by the Office of Student Development and Services looks into the merit of the complaint.
 3. The person/s involved shall be served with a Notice of Explanation, response to which must be submitted to the OSDS within seventy-two hours upon receipt of the same. In this manner the person/s involved are given the opportunity to

determine the facts based on all perspectives and evidence of the complainant, respondents and witnesses;

4. The parents or guardians of the involved students may be called upon.
5. The Ad-hoc committee convened shall work for the swift resolution of the case. The complainant and the respondent shall be furnished with copies of the Resolution.
6. If the imposable penalty is *Dismissal or Expulsion*, the case shall be automatically elevated to the Office of the President for review;
7. The President shall resolve whether to adopt, modify or set aside the recommendation of the Ad-hoc Committee;
8. If the penalty imposed by the President is *Expulsion*, the same shall be final and executory.

PENALTIES FOR STUDENT MISCONDUCT

The following descriptions of student misconduct are classified according to the gravity of the offense. The proposed penalties shall be imposed after an appropriate investigation conducted by the Ad-hoc Committee created by the Office of Student Development and Services through the Prefect of Discipline.

MINOR OFFENSES

1. Loitering and/or making noise within the school premises resulting in the disturbance of classes, programs, convocation, or other activities and functions.
2. Non-wearing of ID card.
3. Non-wearing of proper uniform.
4. Intentional littering and unhygienic excretion within the school premises.
5. Wearing of earrings and other facial piercings for male students.
6. Use of cellular phones during classes/exams/quizzes or during the Holy Mass and other official school activities.
7. Misbehavior, such as provoking a fight
8. Unauthorized removal of official notices and posters in the campus premises.

MAJOR OFFENSES

1. **Plagiarism.** This includes the manipulation of data affecting the integrity of research-related projects. Forging or simulating any handwriting, signature or rubric, stating false statements, changing actual dates, revising or inserting a statement or word to modify the meaning of a document or claim that such is original, suggesting participation in an event in complete absence of, and participating in an event simplifying to have been supported of legal documents even if in fact none.
2. **Cheating in any form of examinations and reports.** Cheating may be in the form of: possession of any material relevant to the examination used during the exam; allowing somebody to copy during examination; looking into another student's examination paper; talking to another person during an examination without the proctor's permission; possession of a leaked examination copy; asking somebody to take an examination on his/her behalf; asking someone to make or prepare an assignment or written report on his/her behalf; use of cellphones during quizzes/or exams.
3. **Gambling.** This constitutes the carrying and bringing inside the school premises of gambling cards and other devices or indulging in any form of betting or gambling.
4. **Smoking/Vaping inside the campus and/or during school activities.**
5. **Unauthorized Entry.** This constitutes the unauthorized passage, entry or exit through prohibited areas within the school premises.
6. **Misrepresentation.** This may include the lending of one's ID card, or using another person's ID card, and other forms of misrepresentation of one's identity.
7. **Forgery.** It includes forging of signature, or any similar acts, tampering, securing or using materials with forged signature, school records or credentials.
8. **Vandalism.** This includes posting of any printed material or posters without the approval of the Office of Student Development and Services; removing, altering and erasure of official notices and posters from bulletin boards without authorization; writing, drawing, sketching, etching, carving, engraving, printing, or painting any letters, words and figures on any property of the Air Link International Aviation College;
9. **Destruction of property.** This includes the intentional tearing-off of pages or defacing of any reading materials; breaking of any device, gadget, or equipment

owned by the school; damaging the personal property of other students; damaging the personal property of faculty members and employees of the college within or outside the school. The unauthorized burning of one's own or another's personal property within the school premises, and the attempt or actual burning of school property.

9. Indecency. This constitutes the possession, carrying and bringing inside the school premises objects, pictures, or literature that are morally offensive in a contemporary community based on the standards of a reasonably prudent man; committing vulgar or indecent acts and other forms of improper conduct or behavior. Acts of lasciviousness upon another person done intentionally. Committing acts that may embarrass or bring dishonor to the school.
10. Unauthorized use of ALIAC logo or seal. This constitutes the actual use, or the attempt to imitate, or the use of a strikingly similar symbol.
11. Illegal assembly. Any person who will instigate or take active part in a disorderly meeting that is offensive to another or prejudicial to public tranquility. Participating in any mob, riot or tumultuous affray within the school premises. Illegal association, founding, maintaining official position or membership of associations involved in activities unlawful or otherwise penalized under this manual.
12. Violence. This constitutes the violation of conditions as set forth by approving authority or acts of defiance against other students, personnel or guests. Intentionally inflicting physical injuries to other persons. Bringing in of deadly weapons within school premises. Attack, employ force, intimidate or resist faculty or employee while engaging in the performance of official duties or occasion of such duties. Engaging in, challenging or inciting to, bout or duel, with or without the use of weapons. An abusive treatment that may involve verbal harassment and intimidation, use of force or coercion, which prevents another from doing something or force him to do something against his will.
13. Committing any act tantamount to violation of pertinent Criminal and/or Special Criminal laws including but not limited to violation of any law involving moral turpitude.
14. Theft. Unlawful taking of another's property. This will include unauthorized collection of fund or property by any untruthful or unauthorized pretense.

15. Intoxication. This constitute the possession, carrying and bringing inside the school premises of any alcoholic drink and/or prohibited drugs or entering the university premises under the influence of either or both.
16. Vulgarity. The use of language and committing acts which are disorderly or disrespectful, oral, written or published, which may in any manner cause molestation of, or cause dishonor to students, employees, faculty members or officials of ALIAC. Committing acts that may embarrass or bring dishonor within or outside the College premises.
17. Perjury. Submitting false or misleading statements in verbal/official documents filed with the school, publishing or disseminating oral or written false information about the school, its officials, faculty members, employees and students.
18. Preventing or threatening students, faculty members or school authorities, in any manner, from attending classes, school activities or entering the College premises, or from discharging their duties. Preventing entry to or exit from or restricting the freedom of movement of another within the school premises.
19. Discharge of firearm, rocket, firecracker or other explosive calculated to cause alarm or danger in the College premises.

Analogous Acts

The Office of Student Development and Services shall treat according to its gravity all other acts not covered by this Student Handbook, but which are similar or analogous to the aforementioned classification of misconduct and offenses.

Mitigating Circumstances

The attendance of the mitigating circumstances hereinafter set forth shall cause the imposition of the penalty to be reduced, which shall not be lower than the minimum penalty prescribed.

1. Confession
2. Force majeure
3. Negligence
4. Illness
5. Compromise between student-complainant and student-respondent
6. Other acts analogous or similar to the foregoing.

The Dean of the Office of Student Development and Services is authorized to witness the signing of a Compromise Agreement between student-complainant and

student-respondent, which shall be binding between the parties signatory to the Compromise Agreement.

Conspiracy

Two or more students can be impleaded as *respondents* in a case if there is conspiracy between them to commit the offense. Expressed conspiracy exists when two or more students come to an agreement concerning the commission of an offense, decided to and commit the same. Implied conspiracy exists when two or more students acted together to fulfill their common design of committing the offense.

Joinder of Incident Reports

When two or more Incident Reports are filed impleading the same Respondent, and the Incident Reports pertain only to the commission of similar offense, the Incident Report shall be joined as one (1) case against the Respondent.

Referral to the Nearest Precinct

The Office of Student Development and Services, through the College Security Office may refer cases involving students to the nearest police precinct, as situation warrants it.

TRANSITORY PROVISIONS

Investigation and Transactional Provisions:

Pursuant to the transparency drive of ALIAC and for purposes of uniformity of all procedures.

The college adopts the following provisions. :

- a. All third parties and/or interested parties having business with the offices/division of the college if the same are of the following nature;
 - i. Investigative; whether accusatory or inquisitional.
 - ii. Fact finding
 - iii. Upon waiver of both parties of the provisions of the Anti-wire tapping law.

Are required to be recorded, and transcriptions are made available upon request, provided that the third party sign a waiver for the provisions of the Anti-wire tapping law.

- b. Only official recordings with proper waiver and accurate transcriptions shall be considered as official and binding upon the college.
- c. A recording is considered official if it was so declared as official by the College.
- d. A transcription is considered official if it is an accurate reproduction of an official recording.

Effects of failure to comply with the above provisions may result to:

- i. Nullification of the transaction or proceedings.
- ii. Violation of the Discipline provisions.
- iii. Criminal prosecution
- iv. Holding of all scholastic documents.

AMENDMENTS AND REVISIONS

The College reserves the right to change any provision or part of this Student Handbook every three years from enforcement or earlier to comply with regulatory requirements.

“NO REFUND POLICY”

The college maintains the “No Refund” policy on fees, assessments and charges in collected in connection with the trainings, academic programs, co-curricular, extra-curricular activities fieldtrips, symposia and other activities related to the academic and educational services offered by the college. The college may in its discretion, subject to the prevailing circumstances to have the said policy waived or to allow the fees to be carried over to apply for other fees.

This Student Handbook shall take effect immediately starting School Year 2019 until otherwise revised. All orders, rules and regulations or parts thereof which are inconsistent with or contrary to the provisions of this Handbook are hereby amended or modified accordingly.

APPROVED

ANNEX I

ANTI-BULLYING POLICY

Prefatory Statement

The School values a healthy and peaceful educational environment. All members of the School community, which includes students, parents and guardians, and the community members should be made aware of the negative effects that bullying can have on victims and the School in general, and should work towards ensuring that students can work in an environment without fear. The School will do whatever is reasonably necessary and possible within its authority to eradicate bullying in all its forms. The School takes a strong stance against bullying. Bullying is unacceptable in our School and will not be tolerated.

I. Preliminary Provisions

Section 1. Legal Basis. This Policy is adopted in compliance with Republic Act No.10627, otherwise known as the “Anti-Bullying Act of 2013”.

Section 2. Scope and Coverage. This Policy applies to the Kindergarten, Elementary, High School and College programs at ALIAC, hereafter referred to as the “School”.

Section 3.The following shall be the parties and/or stakeholders in bullying incidents:

1. ***Bully*** - refers to a student who commits any of the acts of bullying as defined in R.A. No. 10627, its Implementing Rules and Regulations (IRR), and this Policy. This term also includes a student who participates in any of the acts of bullying by supporting or aiding the commission thereof.
2. ***Bystander*** - refers to any student who witnesses or has personal knowledge of any actual or perceived acts or incidents of bullying or retaliation as defined by R.A. No. 10627, its IRR, and this Policy. Bystanders include the silent majority of students who witness bullying but are unable to do something because of fear; and those who try to stop bullying by defending the victim or reporting the incident.
3. ***Bullied or Victim*** - refers to any student who experiences the acts of bullying or retaliation as defined by R.A. No. 10627, its IRR, and this Policy.
4. ***Parent or Guardian*** - refers to the parent or guardian, of either the bully or victim, or other students involved in the bullying incident, on record with the School.
5. ***School*** - refers to *Air Link International Aviation College*.

6. **School Personnel** - refers to all staff and employees of the School; regardless of rank or status; whether classified as academic, academic-support, or non academic; and whether full-time or part-time; and whether probationary, contractual, or regular.
7. **Service Providers** - refers to outsourced personnel of the school, which includes, but is not necessarily limited to, maintenance and security, coaches, trainers, and drivers and staff of accredited transport or bus services.

II. Prohibition on Bullying

Section 4. Statement of Policy. The School as a matter of policy prohibits bullying in all its forms, regardless of the means, place and time of its commission.

Section 5. Definition of Bullying. The School adheres to the definition of bullying including the different forms, as provided in the IRR of R.A. No. 10627, which provides:

“Bullying” refers to any severe, or repeated use by one or more students of a written, verbal or electronic expression, or a physical act or gesture, or any combination thereof, directed at another student that has the effect of actually causing or placing the latter in reasonable fear of physical or emotional harm or damage to his property; creating a hostile environment at school for the other student; infringing on the rights of another student at school; or materially and substantially disrupting the education process or the orderly operation of a school; such as, but not limited to, the following:

- (1) Any unwanted physical contact between the bully and the victim like punching, pushing, shoving, kicking, slapping, tickling, headlocks, inflicting school pranks, teasing, fighting and the use of available objects as weapons;
- (2) Any act that causes damage to a victim’s psyche and/or emotional wellbeing;
- (3) Any slanderous statement or accusation that causes the victim undue emotional distress like directing foul language or profanity at the target, name-calling, tormenting and commenting negatively on victim’s looks, clothes and body;
- (4) *“Cyber- bullying”* or any bullying done through the use of technology or any electronic means. The term shall also include any conduct resulting to harassment, intimidation, or humiliation, through the use of other forms of technology, such as, but not limited to texting, email, instant messaging, chatting, internet, social media, online games, or other platforms or formats as defined in DepED Order No. 40, s. 2012.

Section 6. Other Forms of Bullying. The term *“bullying”* shall also include:

- (1) *“Social bullying”* – refers to any deliberate, repetitive and aggressive social behavior intended to hurt others or to belittle another individual or group;
- (2) *“Gender-based bullying”* – refers to any act that humiliates or excludes a person on the basis of perceived or actual sexual orientation and gender identity (SOGI);
- (3) Retaliation against a student who reports bullying, who provides information during an investigation of bullying, or who is a witness to or has reliable information about bullying; and
- (4) All other forms of bullying analogous to those provided under the Anti-Bullying Law and its IRR.

Section 7. Common Forms of Bullying. The common forms of bullying shall include, but is not necessarily limited to, the following:

1. **Calling names** with the express purpose of humiliating, embarrassing a student, or otherwise cause trouble.
2. **Rudeness and Intimidation.** These may be done through unwanted physical acts but may also be carried through non-verbal means. A mean look or stare is an example of a non-verbal bullying.
3. **Threats and extortion.** Creating fear and extorting money, food or possessions from other students. Threatening texts or messages in chat rooms and social media sites are included in this form.
4. **Malicious gossip and exclusion from the group.** Circulating gossip or damaging stories that tends to discriminate, exclude, and hate another student.

Section 8. Fair and equal treatment of bullying incidents. The School shall address each and every bullying incident fairly and equally. All forms of bullying should be taken seriously and dealt with appropriately.

Section 9. Situs of Bullying. The School has the authority to impose school discipline to its students including this Policy. This authority of the School is not confined within the School premises. The School particularly undertakes to prevent and address bullying committed at the following:

- a. **On Campus.** School Grounds including classrooms, hallways, cafeteria, canteen, faculty rooms, auditorium, gymnasium, computer rooms, laboratories, and all places and facilities within the campus.
- b. **Off-Campus** which covers:

- 1) properties immediately adjacent to School grounds including places or establishments frequented by our students;
 - 2) any other place where school-sponsored or school-related activities, functions or programs are conducted;
 - 3) School bus stops;
 - 4) School service, buses, or transport used by the School in an activity off-campus; and
 - 5) School buses or School services operated or accredited by the School to transport students to and from the campus.
- c. **On Cyberspace.** Text messages, emails, chat rooms, and other social media and websites regardless of the web site administrator's permission to use foul or explicit language or content, or absence of any particular standard of use.

III. Prevention Programs

Section 10. The School shall raise the awareness of the anti-social nature of bullying through various programs; assemblies; activities; and integration in the curriculum as it may deem appropriate. The School undertakes to develop anti-bullying programs that are comprehensive, multi-faceted and shall involve all education stakeholders and personnel. The programs may contain among others:

- (1) School-wide initiatives centered on:
 - a. positive school climate and environment conducive to the attainment of learning objectives, the development of healthy relationships and the understanding of and respect for individual differences;
 - b. periodic assessment and monitoring of the nature, extent, and perceptions of bullying behaviors and attitudes of students;
 - c. periodic review and enhancement of the students' and personnel's manual or code of conduct in relation to bullying;
 - d. conduct of activities for students, school personnel and service providers on how to recognize and respond to bullying.
 - e. continuing personnel development to sustain bullying prevention programs; and
 - f. coordination with Local Government Units, barangay (Barangay Council for the Protection of Children) and other stakeholders.

(2) Classroom-level initiatives that focus on:

- a. reinforcing school-wide rules pertaining to bullying;
- b. building a positive sense of self and interpersonal relationships through the development of self-awareness and self-management, interpersonal skills and empathy, and responsible decision-making and problem-solving;
- c. discussion of issues related to bullying, and strategies for responding to and reporting of incidents of bullying;
- d. teaching positive online behavior and safety and how to recognize and report cyber-bullying; and
- e. providing an inclusive and caring learning environment for students.

(3) Involving parents in bullying prevention activities, such as:

- a. discussions on this Policy, emphasizing bullying prevention during Parents-Teachers Association meetings and seminars; and
- b. conducting or sponsoring education sessions for parents to learn, teach, model, and reinforce positive social and emotional skills to their children.

(4) Monitoring students who are vulnerable to committing aggressive acts or who are perpetrators of bullying, or who are possible targets or victims, for the purpose of early intervention. This activity shall be conducted with utmost confidentiality and respect for all parties concerned.

Section 11. Early Detection of Bullying. There are signs indicative that a student is being bullied in school. A change in the student's behavior or actions, change in the student's routines, or the absence or presence of other circumstances, may be a sign that the student is a victim of bullying. The teacher, parents or guardian shall check and report to School authorities these changes should they become manifest. These changes may include the following:

1. Feeling sick in the morning;
2. Unwillingness to go to school and leave home;
3. Unwillingness to be left alone in the School;
4. Crying to sleep at night or has nightmares;
5. Bedwetting;
6. Doing poorly in class or school work;
7. Coming home with torn clothes or damaged belongings;

8. Has possessions missing;
9. Has unexplained cuts and bruises;
10. Being frightened to say what is wrong;
11. Being anxious or lacking in self-confidence; and
12. Attempting or threatening self-harm.

IV. Intervention Programs

Section 12. The School shall develop intervention programs to promote the continuity of comprehensive anti-bullying policies. Intervention refers to a series of activities which are designed to address the following:

- a. issues that influence the student to commit bullying;
- b. factors that make a student a target of bullying; and
- c. effects of bullying.

Section 13. Forms of Intervention. Interventions may include programs such as counseling, life skills training, education, and other activities that will enhance the psychological, emotional and psycho-social well-being of both the victim and the bully. Such programs may:

- a. involve activities that will address acts of bullying;
- b. emphasize formative and corrective measures rather than punishment;
- c. conform to principles of child protection and positive and non-violent discipline;
- d. help the victim, the bully, and the bystanders understand the bullying incident and its negative consequences; and
- e. provide opportunities to practice pro-social behavior.

Section 14. The School shall develop intervention strategies involving all parties, such as bullies, victims, bystanders, parents, school personnel, service providers and all other persons who may be affected by the bullying incident.

V. Responsibilities in Bullying Incidents

Section 15. The following are the responsibilities of stakeholders in bullying incidents:

(1) Bully

The “Bully” shall:

- a. Comply with the intervention and prevention programs of the school;
- b. Submit to due process of the school as part of disciplinary action whenever necessary.

(2) Bullied or Victim

The Bullied or Victim shall:

- a. Avoid retaliation;
- b. Report his/her experience to the teacher, Office of Student Development and Services (OSDS)/Prefect of Discipline/Guidance Office, or other persons or school authorities; and
- c. Be circumspect in his/her claims against the alleged bully.

(3) Bystander

The bystander shall:

- a. Promptly report cases of bullying, that which he or she witnessed or has personal knowledge of, to the teacher, Office of Student Development and Services (OSDS)/Prefect of Discipline/Guidance Office, or any person or school authorities;
- b. Not to join the bullying;
- c. Secure the safety of the victim whenever possible without causing harm to himself or herself.

(4) School

The School through the Office of Student Development and Services (OSDS)/Prefect of Discipline/Guidance Office, teachers and other school administrators shall:

- a. Implement the provisions of this Policy;
- b. Provide all students and their parents or guardians a copy of this Policy. This policy shall likewise be included in the School's student and/or employee handbook and shall be conspicuously posted on the School walls and website;
- c. Educate students on the dynamics of bullying, the anti-bullying policies of the school as well as the mechanisms for reporting of acts of bullying or retaliation;
- d. Educate parents and guardians about the dynamics of bullying, the child protection or anti-bullying policy of the school and how parents and guardians can provide support and reinforce this Policy at home;
- e. Devise prevention, intervention, protective and remedial measures to address bullying;
- f. Conduct the capacity building activities for guidance counselors/teachers and the members of the Child Protection Committee;
- g. Ensure effective implementation of the anti-bullying policy and monitor compliance therewith;
- h. Ensure the safety of the victim of bullying, the bully, and the bystander and determine the students' needs for protection;
- i. Ensure that the rights of the victim, the bully, and the bystander are protected and upheld during the conduct of the investigation;
- j. Maintain a record or statistics of incidents of bullying and retaliation;
- k. Coordinate with appropriate offices and other agencies or instrumentalities for appropriate assistance and intervention, as required by the circumstances.

(5) Teachers and Other School Personnel

Teachers and other School personnel shall:

- a. Participate and cooperate in all prevention, intervention, and other measures related to bullying by the School;
- b. Report incidents of bullying;
- c. Update himself/herself on detection and proper handling of bullying incidents;
- d. Be objective and handle incidents with due consideration of confidentiality and tender age of students involved;
- e. Coordinate closely with the Child Protection Committee of the school; and
- f. Observe due diligence in the prevention of bullying cases during classes or other student activities he/she is directly in charge of.

(6) Students in General

Students shall:

- a. Participate and cooperate in all prevention, intervention and other measures related to bullying implemented by the School;
- b. Avoid or refrain from any act of bullying;
- c. Intervene to protect the victim, unless it will jeopardize his safety and security; and
- d. Report to school authorities any incident of bullying.

(7) Parents

Parents shall:

- a. Participate in bullying prevention activities of the school which includes:
 1. Education on relevant policies;
 2. Sharing of best practices on how to reinforce positive social and emotional skills to the children.
- b. Cooperate with the school authorities in bullying incidents involving their child/children; and
- c. Not to take matters into their own hands in resolving bullying incidents.

VI. The Anti-Bullying Committee

Section 16. The Anti-Bullying Committee. The School's existing Child Protection Committee (CPC) shall also be designated as the School's Anti-Bullying Committee as required under DepEd Order No. 40, series of 2012.

Section 17. Composition. The Committee shall be composed of the following:

- a. Principal/Dean - Chairperson
- b. Guidance Counselor - Vice Chairperson
- c. Representative of the Teachers
- d. Representative of the Parents
- e. Representative of students; and

f. Representative from the Community as designated by the Punong Barangay, preferably a member of the Barangay Council for the Protection of Children (BCPC). (*ad hoc*)

Section 18. Functions. The Anti-Bullying Committee shall perform the following tasks:

- a. Conduct awareness-raising programs with school stakeholders in preventing and addressing bullying;
- b. Ensure that the anti-bullying policy adopted by the school is implemented;
- c. Monitor all cases or incidents related to bullying reported or referred by the teacher, guidance counselor or coordinator or any person designated to handle prevention and intervention measures mentioned by the preceding sections of this Policy; and
- d. Make the necessary referrals to appropriate agencies, offices or persons, as maybe required by the circumstances.

VII. Handling Bullying Incidents in the School

Section 19. Exclusive Jurisdiction. Complaints of bullying and other acts under this Policy shall be within the exclusive jurisdiction of this School or jointly by Schools whenever the incident involves students from different schools. Bullying incidents shall not be brought for amicable settlement before the Barangay, subject to existing laws, rules and regulations. Complaints for acts covered by other laws shall be referred to the appropriate authorities.

Section 20. Effect of Institution of Criminal Action. The filing of criminal complaint by either or both the bully and the bullied before the law enforcement agencies, prosecutor's office, or courts of law shall not operate to divest this School of its authority to conduct its own investigation, fact finding, and/or disciplinary proceeding on the students involved.

Section 21. Immediate Responses. The victim or anyone who witnesses or has personal knowledge of a bullying incident or retaliation shall immediately call the attention of any school personnel. The school personnel who was notified of a bullying incident or retaliation shall intervene, by:

- a. Stopping the bullying or retaliation immediately;
- b. Separating the students involved;
- c. Removing the victim or, in appropriate cases, the bully or offending student, from the site;
- d. Ensuring the victim's safety, by:
 1. Determining and addressing the victim's immediate safety needs; and
 2. Ensuring medical attention, if needed, and securing a medical certificate, in cases of physical injury.
- e. Bringing the bully to the Office of Student Development and Services (OSDS)/Prefect of Discipline/Guidance Office

Section 22. Reporting the Bullying Incident or Retaliation

1. A victim or a bystander, or a school personnel who receives information of a bullying incident or retaliation, or any person, who witnesses or has personal knowledge of any incident of bullying or retaliation, shall report the same to the teacher in charge, or the Office of Student Development and Services (OSDS)/Prefect of Discipline/Guidance Office, who shall immediately report the matter to the Principal.
2. The School shall inform the parents or guardian of the victim and the bully about the incident.
3. If an incident of bullying or retaliation involves students from another school during a school authorized or school-sponsored activity on or off-campus, this School shall promptly notify the appropriate administrator or school head of the other school so that appropriate action may be taken.
4. Reports of incidents of bullying or retaliation initiated by persons who prefer anonymity shall be entertained, and the person who reported the incident shall be afforded protection from possible retaliation; provided, however, that no disciplinary administrative action shall be taken against an alleged bully or offending student solely on the basis of an anonymous report and without any other evidence.
5. Teachers shall make sure that no bullying incident should be kept unreported or unnoticed. For this purpose, a Record of Bullying Incidents Form is designed and developed where teachers in charge may keep track of bullying incidents or indications in the classroom or off-campus activities. The same shall be kept in strictest confidence in a central file with the Guidance Office.

Section 23. Fact-Finding and Documentation

The Office of Student Development and Services (OSDS)/Prefect of Discipline/Guidance Office shall:

1. Separately interview in private the bully or offending student and the victim.
2. Determine the levels of threats and develop intervention strategies. If the bullying incident or retaliation or the situation requires immediate attention or intervention, or the level of threat is high, appropriate action shall be taken by the school within twenty four hours (24) from the time of the incident.
3. Inform the victim and the parents or guardian of the steps to be taken to prevent any further acts of bullying or retaliation; and
4. Make appropriate recommendations to the Child Protection Committee on proper interventions, referrals and monitoring.

Section 24. Referral to Experts Outside of the School. The School may, upon evaluation, refer the victim and the bully to trained professionals outside the school, such as social workers, guidance counselors, psychologists, or child protection specialists, for further assessment and appropriate intervention measures, as may be necessary. The School also undertakes to notify the Women and Children's Protection Desk (WPCD) of the local Philippine National Police, in appropriate cases involving the bully or offending student.

VIII. Disciplinary Measures

Section 25. Where students resist or refuse to respond to intervention or preventative strategies to address bullying, the School will resort to stringent actions to deal with persistent and violent bullying. Disciplinary actions may or may not be resorted to by the School depending on the circumstances of each case with due consideration to the age of the students or pupils involved.

Section. 26. Due Process

A. Bullying cases may be initiated either through:

- 1) A Complaint; or
- 2) A *motu proprio* Charge from the Office of Student Development and Services (OSDS)/Prefect of Discipline/Guidance Office on the basis of a report of the teacher, school personnel or bystanders.

B. The Complaint should be duly executed by:

- (1) the complaining student with the assistance of his or her parents;
- (2) or solely by the parents on the basis of their child's statements.

C. In both instances, the Complaint must be duly sworn to by the executing student and/or parent stating clearly how the act/s of bullying was/were committed and other attendant circumstances. The complaining party may attach sworn statements of witnesses and other proofs to substantiate the Complaint.

D. The Complaint or Charge for Bullying shall be filed with the Office of Student Development and Services (OSDS)/Prefect of Discipline/Guidance Office.

E. The Office of Student Development and Services (OSDS)/Prefect of Discipline/Guidance Office shall furnish the parents of the respondent student/s a copy of the Complaint or Charge and direct the student/s concerned with the assistance of the parents to file a Sworn Answer within a period of forty-eight (48) hours or within a reasonable period from receipt of the Complaint or Charge as may be allowed under the circumstances.

F. Upon receipt of the Sworn Answer, the Office of Student Development and Services (OSDS)/Prefect of Discipline/Guidance Office may schedule a conference with the Complainant and/or the Respondent separately to clarify the allegations in the Complaint and the Sworn Answer. The Office of Student Development and Services (OSDS)/Prefect of Discipline/Guidance Office may also interview witnesses, bystanders, and others who may have knowledge of the circumstances surrounding the incident.

G. The Office of Student Development and Services (OSDS)/Prefect of Discipline/Guidance Office shall then issue a resolution on the Complaint or Charge stating clearly its basis. A resolution finding the commission of bullying shall state the appropriate sanction. The resolution shall be deemed a recommendation to the Principal, which the latter may either disapprove or modify. The decision of the Principal may be subject to reconsideration, or appeal to the Schools Division, within a period of ten (10) calendar days from receipt of the decision.

Section 27. Sanctions

1) If the act of bullying committed does not fall under any offense defined in the Student Manual, the following sanctions shall apply:

1.1 First Offense: Reprimand and Summon of Parents

1.2 Second Offense: Suspension from Classes for three (3) to five (5) school days, or Community Service for three (3) to five (5) school days, or both. The duration of the suspension and/or community service may be further reduced or lengthened by the School depending on the nature, gravity or severity of the bullying act.

1.3 Third or Subsequent Offense: Non-Readmission to Exclusion.

2) If the act of bullying committed falls under an offense already defined and prohibited in the Student Manual, the higher penalty or sanction shall apply.

3) Depending on the seriousness or gravity of the offense committed and/or the extent of injuries suffered by the victim, the School reserves the right to impose the extreme penalty of expulsion subject to approval of the Department of Education.

4) In addition to the disciplinary sanction imposed, the School may, after careful evaluation, likewise refer the alleged bully and/or the alleged victim for counseling of School's Guidance Counselor or to a private counselor of their choice, or to other intervention programs of the School should it become necessary.

Section 28. Preventive suspension. The School may at its discretion and during the pendency of the investigation, put any student on preventive suspension for a period not longer than three (3) school days, if there is reason to believe that the presence of said student might put him/her at risk of more harm, or will jeopardize the general peace and order of the campus. Such preventive suspension may extend to the parents or guardians of the students involved in the incident. In such case, the parents are barred from entering the School's premises or attend School activities during the said suspension.

Section 29. False Accusation of Bullying. If a student, after an investigation, is found to have knowingly made a false accusation of bullying, the said student shall be subjected

to the same disciplinary actions or to appropriate interventions for “bullies” under this Policy.

Section 30. Confidentiality. Any information relating to the identity and personal circumstances of the bully, victim, or bystander shall be treated with utmost confidentiality by the Anti-Bullying Committee, teacher concerned, and the Office of Student Development and Services (OSDS)/Prefect of Discipline/Guidance Office, provided that the names may be made available to the parents or guardians of students who are or have been victims of bullying or retaliation.

Any school personnel who commit a breach of confidentiality shall be subject to appropriate sanctions including termination of employment as may be provided in the School’s Employee’s Handbook.

Section 31. Effectivity. This Policy shall take effect immediately upon the date of its approval and shall not be modified, altered, amended or repealed unless otherwise resolved through a valid Resolution of the Board of Trustees/Directors of the School.

ANNEX II

AIRCRAFT GROUND OPERATIONS

Lubang Airport, Lubang, Occidental Mindoro

SCHEDULE OF ACTIVITIES		
[DATE] [1ST DAY-BATCH NO.] [NAME OF DAY]		
TIME:		
	ASSEMBLY TIME/CHECK-IN (REGISTRATION/BAGGAGE)	CIVILIAN CLOTHES SHALL BE CONFISCATED
		BUFFET BREAKFAST – STUDENT CENTER
		ASSEMBLY/DISTRIBUTION OF PACKED MEALS
		BRIEFING OF SAFETY ADVISORY GROUND INSTRUCTOR AIRCRAFT MAINTENANCE AND AVIATION SPECIALIST AIRCRAFT MARSHALL TEACHER GUIDES, MEDICAL STAFF, BUS DRIVER STUDENTS
	ETD (EXACT TIME OF DEPARTURE)	[]
	“NO WAITING NOR STOPPING POINT”	
	WEAR TYPE “[]” UNIFORM, ID VISIBILITY VEST	[]

	(ISSUANCE/RELEASE OF PASS IF APPLICABLE)	
	ETA (ESTIMATED TIME OF ARRIVAL)	[]
	BOARDING	[]
	ETD (EXACT TIME OF DEPARTURE)	[]
	ETA (ESTIMATED TIME OF ARRIVAL)	[]
	ETD (EXACT TIME OF DEPARTURE)	[]
	ETA (ESTIMATED TIME OF ARRIVAL)	[]
	CHECK-IN REGISTRATION/BAGGAGE	GAC MAIN LOBBY
	LUNCH/SNACK BREAK	DINING HALL
	FREETIME	
	AIRCRAFT GROUND OPERATIONS BATCH NO.	
	WEAR TYPE "[]" UNIFORM, ID VISIBILITY VEST (ISSUANCE/RELEASE OF PASS IF APPLICABLE)	
	BUFFET DINNER	DINING HALL
	FREETIME	
	CURFEW HOURS	
	LIGHTS-OFF	
[DATE] [2ND DAY-BATCH NO.] [NAME OF DAY]		
TIME:		
	WAKE UP CALL	
	BUFFET BREAKFAST	DINING HALL
	REGISTRATION - SEMINAR	
	WEAR TYPE "[]" UNIFORM AND ID	
	SEMINAR	SOCIAL HALL
	BUFFET LUNCH	DINING HALL
		BRIEFING OF SAFETY ADVISORY GROUND INSTRUCTOR AIRCRAFT MAINTENANCE AND AVIATION SPECIALIST AIRCRAFT MARSHALL TEACHER GUIDES, MEDICAL STAFF, BUS DRIVER STUDENTS
	OBSERVATION/ ON-THE-JOB- TRAINING	
	BATCH NO.	MAINTENANCE HUB

	BATCH NO.	FLIGHT OPERATIONS
	AIRCRAFT GROUND OPERATIONS	
	WEAR TYPE “[]” UNIFORM AND ID	
	BUFFET DINNER	DINING HALL
	FREETIME	
	CURFEW HOURS	
	LIGHTS OFF	
[DATE] [2ND DAY-BATCH NO.] [NAME OF DAY]		
TIME		
	WAKE UP CALL	
	BUFFET BREAKFAST	DINING HALL
	BOARDING	
	ETD (EXACT TIME OF DEPARTURE)	[]
	ETA (ESTIMATED TIME OF ARRIVAL)	[]
	BOARDING	
	ETD (EXACT TIME OF DEPARTURE)	[]
	ETA (ESTIMATED TIME OF ARRIVAL)	ALIAC PASAY CAMPUS
“NO SHOW STUDENTS WILL BE GIVEN A FAILING MARK AND ALL PAYMENTS FORFEITED”		

THINGS TO BRING

1. ITINERARY/PROGRAM ACTIVITY
2. SCHOOL ID
3. NOTEBOOK AND PEN
4. REFLECTOR/VISIBILITY VEST
5. AIRLINK BAG:
 - a. (CWTS T-SHIRT 3PCS)
 - b. TSHIRT WITH COLLAR (2PCS)
 - c. JOGGING PANTS (2PCS)
 - d. WIND BREAKER
 - e. PE SHORT
 - f. AIRLINK CAP
6. TOILETRIES
7. SLEEP WEAR
8. MEDICINES (IF APPLICABLE)
9. SLIPPERS
10. FLASHLIGHT
11. UMBRELLA

ACKNOWLEDGEMENT

This is to acknowledge that I have read and understood the content and substance of the Air Link International Aviation College (ALIAC) Student Handbook. As a bona fide student, I am willing to abide by the rules and implementations specified thereto. I am fully aware that I shall be held liable and be subjected to disciplinary action if found remiss on any score.

I thereto affix my signature on my own free will and without any mental reservation whatsoever.

Date

Name and Signature of Student

Course and Year

Name and Signature of Parent/Guardian